

TRAINING PROGRAMME OF ACCOUNTS UNDER PROJECT SAKSHAM

S.NO.	DATE	TIME	SUBJECT	LECTURER
1	08-02-2018	11.30 To 13.30	Tender and Scrutiny of finance proposals	Sr.DFM
		15.00 To 16.30	Passing of Establishment bills and checking & Precautions	DFM
2	09-02-2018	11.30 To 13.30	Books & Budget	ADFM
		15.00 To 16.30	Store finance, DS-2 and DS-8	AMM
3	12-02-2018	11.30 To 13.30	Imprest and other Expenditure bills	DFM
		15.00 To 16.30	PF withdrawal, Settlement and Reconciliation	ADFM
4	13-02-2018	11.30 To 13.30	DAR, Salary bill, Leave and Pass rules	DFM
		15.00 To 16.30	Contractor's bills and Store bills	ADFM
5	14-02-2018	11.30 To 13.30	Suspense and deposits	DFM
		15.00 To 16.30	Pension rules and Retirement Benefits	ADFM

This training programme is for Group-C staff of Accounts department.